

**DEPARTMENT OF REVENUE SERVICES**  
**JOB OPPORTUNITY**  
**CONNECTICUT CAREERS TRAINEE**  
**(TARGET CLASS: TAX CORRECTIONS EXAMINER 1)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 25 Sigourney Street, Hartford, CT

**Job Posting No:** 14-95-1599

**Hours:** 40 hours per week (Monday – Friday)

**Salary:** \$44,654 Bachelor's Degree (AR Grade 15, step 1)  
\$46,268 Master's Degree (AR Grade 15, step 2)

**Closing Date:** August 8, 2014 (completed application must be received by close of business 5:00 pm)

The Department of Revenue Services is seeking qualified candidates for [Connecticut Career Trainee](#) (Target class: [Tax Corrections Examiner 1](#)) positions within the Department's Operations Bureau and Audit & Compliance Division. These positions are scheduled Monday – Friday, 8:00 am to 4:30 pm.

**Example of Duties:** Receives training in Tax Corrections Examiner 1 duties including verifying the accuracy of tax return data for proper entry into financial data systems; reviews computer edit and update printouts, audit assessments, and/or taxpayer account data to identify and resolve correction problems and to properly adjust and update accounts; researches original and amended returns to determine if taxpayer is in violation of any tax statute, regulation or department policy; interprets schedules of income and expense and verifies that exemptions, deductions and/or credits claimed by taxpayer are valid; prepares work papers supporting all adjustments made to financial data systems; researches account master files to determine if registration problem exists; computes the tax liabilities and credits by interpreting incomplete or improperly completed tax returns; resolves taxpayer problems on questionable billings or credits; assists other employees of the department in resolving problems with financial data systems; prepares reports and correspondence as required; may assist taxpayers in preparation of tax return; performs a variety of increasingly difficult duties as skills are acquired during course of training period; performs related duties as required.

**Eligibility Requirement:** Candidates must possess a Bachelor's degree or Master's degree

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities:** Oral and written communication skills; ability to acquire knowledge and skills required for the target classification; ability to understand, evaluate and solve problems by exercising judgment and logic; ability to read, interpret and understand written material; ability to perform basic arithmetical computations; ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public; ability to utilize computer software.

**Term of Appointment:** The length of this training program is one (1) year. Incumbents in this class will be eligible for promotion to the target class of Tax Corrections Examiner 1 without competitive examination after successful completion of the training program.

**Note:** The candidate pool resulting from this posting may be used to fill future TCE1/CCT positions in the Department of Revenue Services.

**Application Instructions:** Interested and qualified candidates must submit the CT-HR-12 [State of Connecticut Application for Employment](#), indicating the Job Posting No. **14-95-1599**, resume, three (3) professional written references (addressing "quality of work," "dependability," "attention to detail" and "ability to apply training") from current and/or past supervisors/managers and a copy of college degree and transcripts required to:

**Department of Revenue Services**  
**Human Resources Unit**  
**25 Sigourney Street**  
**Hartford, CT 06106**

***State employees must submit two most recent performance appraisals in lieu of references***

[Application packages which do not include a CT-HR-12 application or college transcripts will not be considered.](#)

**Note:** *The filling of this position will be done in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, as applicable.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.